

ARE YOU INTERESTED IN DEVELOPING AN IDAHO CAPITOL DISPLAY ?



The Idaho Capitol Display Advisory Committee consists of members approved by the Idaho Capitol Commission.

The Committee serves as an advisory group to the Idaho Capitol Commission and to the Department of Administration. The Committee evaluates existing and proposed displays, on a temporary or permanent basis, intended to occupy the public spaces of the Capitol building or its grounds. The recommendations of the Idaho Capitol Display Advisory Committee will be subject to the approval of the Idaho Capitol Commission.

Display Goals:

- Protect & maintain the integrity of open space within the Capitol and on its grounds.
- Provide an enriching experience that broadens the understanding of Idaho's heritage, culture, and common values.

Who is Eligible to Display:

- Governmental agencies, commissions, councils, and tribes.
- Educational entities.
- Agencies with subjects of state and national interest.
- Industrial or trade associations.

Organizations with displays in the Capitol will enter into a lease agreement with the Department of Administration. Leases for up to 5 years may be renewable for two additional years. A copy of the standard lease agreement is available upon request.

The Committee cannot allow displays determined:

- to be partisan, controversial, offensive, political, or blatantly commercial.
- to be of inferior quality in terms of design, content, or educational aspects.
- to possibly cause damage to the building.

Guidelines for Displays: (based on *Idaho State Capitol Commission Guidelines for Objects of Art, Memorials, Statues, and Exhibits at the Idaho State Capitol and its Grounds*, www.idahocapitolcommission.org/capartfinal.htm)

Applicants should be aware that:

- The Capitol Display Advisory Committee will review and make recommendations for all proposals to the Idaho Capitol Commission.
- The Committee will pursue improvements or replacement of existing displays and will meet periodically to conduct design reviews, approve space allocations, and hear proposals from potential exhibitors.
- Displays must be maintained and current. If a display becomes outdated, the Committee will notify the contact person.
- There is the possibility, with the planned Capitol renovation, that display cases and other permanent displays may be changed, moved, or removed.
- Space allocation will be primarily based upon availability and suitability with consideration of the subject's significance in Idaho's economy, history, or public interest.
- The Department of Administration will be responsible for monitoring the condition of displays and coordination with exhibitors.

Capitol Display Case Criteria:

- Displays must be contained within standard lighted showcases.
- Displays should be 3-dimensional. Whenever possible, appropriate objects or scale models should be used, rather than two-dimensional materials alone.
- Displays in cases should be professionally designed. (Costs average \$5,000.)
- All primary text will be no less than 26 points in size. Copy should be brief.
- Applicant must use an approved method of installing or securing the display.
- Sponsor identification and a contact name and number (or Web site URL) should be included in each display.
- Exhibitors are responsible for the contents of assigned display cases, including insurance.
- Access to locked cases is arranged through Capitol Mall Security, 334-3468.

Other Types of Displays:

Proposals for permanent and temporary displays positioned outside the display cases will be evaluated on an individual basis. Contact information is on the last page of this booklet.

Evaluation Criteria:

The rating system used to fairly determine suitability of proposals takes into account that the:

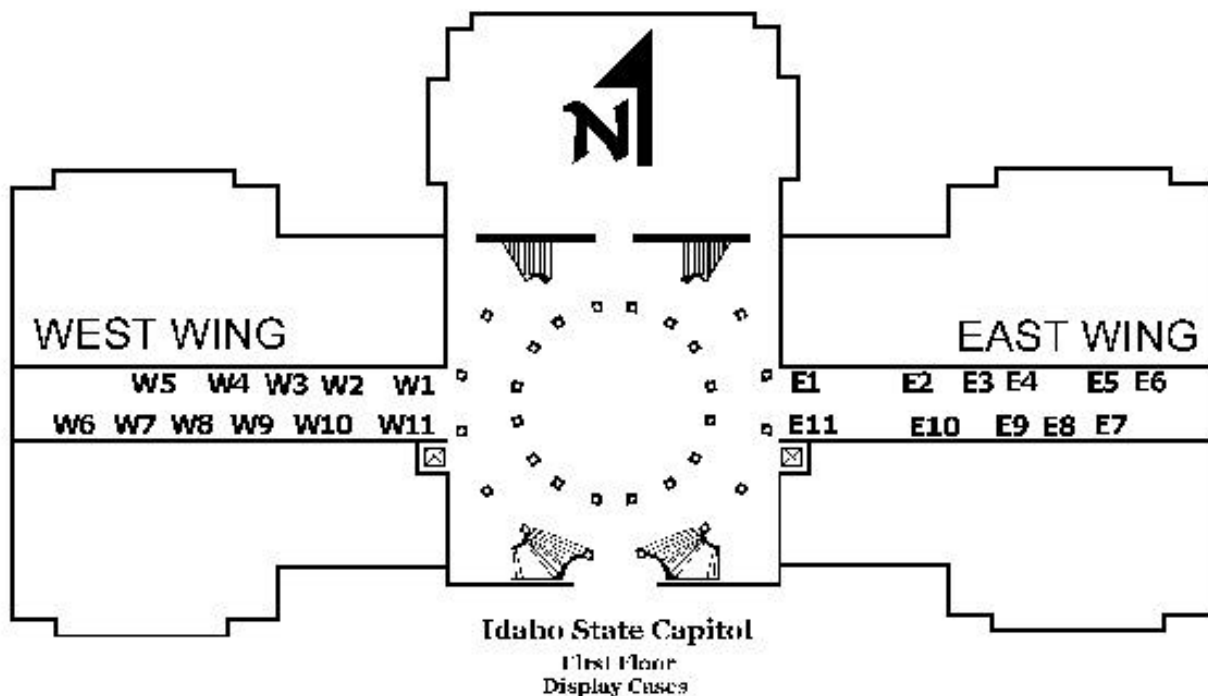
- Subject of work is of statewide importance and appropriate for all audiences.
- Work enhances beauty and dignity of the Capitol and its grounds.
- Work reflects diversity of Idaho's people.
- Work honors individuals or events of lasting significance.
- Work provides the viewer an enriching or educational experience.
- Work is of high quality. Committee will consider materials, colors, textures, font size, graphics and lettering (legible, well-lit, longevity), ADA compliance, and creativity.

Application Process:

Fill out the application form enclosed. Proposals will be reviewed in **two** phases.

- The *first phase* will consist of an initial review of a general proposal. This proposal will consist of a written description, sketch, model, or mock up of the display. You will be contacted as to the status of your proposal. If it is approved, a review date will be scheduled for you to make a presentation to the Capitol Display Committee.
- The *second phase* will be more in-depth. The Committee will require colored copies, sizes of design elements and fonts, and so on. Be prepared to answer specific questions about your proposal.

East and West Wing Display Case Locations



Basic Ideas for Exhibit Design

- Some people who visit the Idaho State Capitol may have no knowledge of the state, its history or culture. Write and design your exhibits with the assumption that the knowledge base of the visitor is minimal.
- Decide on the story you want to tell. Tell it in a brief, interesting way. Break the message into components, similar to chapters in a book.
- Inventory the materials you have to illustrate the story; artifacts, photographs, quotes, and so on. Plug them into your outline in the appropriate places.
- Look at the space where your exhibit will be placed. Make a scale drawing of the space and an overhead view.
- Experiment with where you want items to be placed within this space.
- Create a scale model or draw some elevations or front views so you can visualize the display from the visitor's perspective.
- Add details. Scale out the artifacts and move them around until you are satisfied. Try to keep the space you create somewhat open.
- Consider asking a local business to donate or discount materials for your exhibit.
- The basic elements of most exhibits are the same: wood, glue, paint, artifacts, text, and photographs. The difference between a mediocre display and a great one is the thought and creativity involved.
- The design of your exhibit can set the mood for your message. Placing artifacts in a context can draw viewers into the story.
- Oral histories, old letters, and artifacts do an excellent job of making the message more immediate and real for viewers.
- Use discovery to make the experience more interesting. Design your floor plan so that visitors turn corners and see something new.
- Use headlines that encourage visitor's interest and make them want to look more closely at your display.
- Use 30-42 point font for general text and 18-24 point for captions. Good typefaces are **Arial**, **Times** and **Century Schoolbook**.
- Don't make lines of text too long. Lines should be 45 to 65 characters.
- Make sure you have good contrast between type and background. Long passages of reversed or light text on a dark background are hard to read.
- Treat your original materials with respect.
- Don't use original photographs.
- Most artifacts should be protected from touching by some type of barrier, either Plexiglas or distance.
- Protect materials from damage by ultraviolet light. Cases should be vented to prevent heat from building up inside and damaging the objects.
- Heavy objects may need special supports
- Use latex paint and let it dry for at least 72 hours.

- Font sizes: 18 24 30 42

CAPITOL DISPLAY APPLICATION

(please type or print clearly ~ use separate sheet if necessary)

Name of agency, association, tribe, council _____

Name of contact person submitting application _____

Address _____

Phone number _____ Fax number _____

Submit a *one-page* narrative that responds directly to the following two questions. Be clear and concise. Repeat the questions, and answer in order.

1. What is a general description of the proposed exhibit or display (include the message, the intended audience, a unique feature, its relevant to Idaho, its timelines)?
2. How does this exhibit address the following: statewide importance, diversity, balanced perspective, education, history, culture, the architectural/atmosphere of the Statehouse?

Project specifics

Dimensions _____ Font size, style(s) _____

Materials used _____

Lighting _____ Colors _____

Designed by _____

Check one: ☐ Free standing display ☐ In a fixed display case

Submit a sketch or graphic image with this application, black and white or color is acceptable. This display application will be reviewed by the Idaho Capitol Display Advisory Committee. Suggested revisions will be provided to you prior to scheduling the in-depth formal presentation of this project before the committee. Suggested revisions are made to help the project meet display guidelines and thus afford a successful, quality finished product. You will receive a response within three weeks of the date this application is received.

Applicant signature

Date

Mail or deliver to: Idaho Capitol Display Advisory Committee
Daniel A. Foster
502 North 4th Street
P. O. Box 83720
Boise, ID 83720-0013

Committee Members:

The Idaho Capitol Display Advisory Committee consists of members approved by the Idaho Capitol Commission:

Daniel A. Foster, Idaho Department of Administration

Barbara Garrett, Idaho Commission on the Arts

Natalie Miller, CSHQA Architects

VACANT, Idaho State Historical Society

VACANT, Idaho Department of Commerce

For more information or copies of this guideline booklet contact:

Daniel A. Foster, 332-1935

dfoster@adm.state.id.us

Dept. of Administration

P.O. Box 83720, Boise ID 83720-0013

www.idahocapitolcommission.org

